

**TRAINING OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **WEST MONROE** on **DECEMBER 8, 2015**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	18.0%
FIREGROUND OPERATIONS Knowledge of fireground operations sufficient to train department personnel in areas of basic fire fighting, pump operations, nozzle and hose handling, rescue, first aid, forcible entry, fire streams, ventilation, salvage and overhaul, fire attack, and hazardous materials.	20.0%
TOOLS AND EQUIPMENT Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, ladders and extinguishers.	12.0%
FIRE PREVENTION AND INVESTIGATION Knowledge of fire prevention and inspection procedures, sufficient to train departmental employees in performing fire inspections, and fire investigation, and collecting of information for pre-fire planning.	10.0%
SAFETY Knowledge of the procedures to develop and implement a safety program for the department, and of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
ORGANIZATION & MANAGEMENT Knowledge of the management principles used to effectively plan and organize the daily operations of training division, including making recommendations on departmental purchases, and supervising the general care and maintenance of fire fighting apparatus and equipment.	10.0%
RECORDS/REPORTS Knowledge of effective records-management practices, including preparation and content, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	5.0%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to evaluate work performance, write employee evaluation reports, maintain discipline, and to supervise the safety of all personnel during emergency operations and training procedures.	10.0%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	7.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection

Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Emergency Services Instructor, 7th ed., 2006.
Fireground Support Operations, 1st ed., 2002.
Fire Department Safety Officer, 1st ed., 2001.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

FIRE COMMAND, Brunacini, Alan V., NFPA, 2nd ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.